

GRADEBOOKS

Gradebooks (or equivalent electronic records) for all classes taught should be securely maintained and kept indefinitely. When a faculty member leaves the College, the gradebooks (or equivalent electronic records) or legible photocopies thereof should be submitted to their department chairs or dean for permanent safekeeping.

All graded materials that faculty members retain, including those not reviewed by the students, should be held at least until the middle of the following academic term in case there are grade disputes. All graded materials related to an Incomplete ("I") should, of course, be retained until the "I" is removed by the student's completion of the work, or until it is administratively changed to an "F."

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA, or the "Buckley Amendment"), faculty should exercise due diligence in protecting the privacy of all graded materials and grade and course records. See [FERPA](#) in the Dalton State *Policies and Procedures Manual*.